

1. Call to Order: Marigrace Alonso called the meeting to order at 6:14 pm.
2. Roll Call:  
Present: Marigrace Alonso, Crystal McCaw, Vikki Wright, Deb Berglund, Alex Turkmani, Beth Tepen  
Joyce Sensabaugh, Dee Nelson, Teresa Cervantes  
Absent: none  
Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

- a. A motion was made to approve the Consent Agenda as presented.

**Motion: Crystal McCaw Second: Dee Nelson**

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – Yes  
Vikki Wright – Yes  
Teresa Cervantes – Absent

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – Yes

**There are 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Consent Agenda* is adopted.**

5. Director's Monthly Report:

- a. July 2020 Circulation Statistics – E-material checkouts are up 52.7% from July 2019 (from 277 to 423). The number of website visitors dropped this month to 1,424.
- b. July 2020 Programming Statistics – Active Programming attendance decrease this month. This is due to a mandated change by the Illinois State in the way views are to be counted.
- c. Summer Reading 2020 Statistics
  - A total of 276 people participated
  - 75 made it to the halfway point (in reading requirements)
  - 48 completed the reading requirements
- d. City Council (Director's Review) – Amy presented a 2-year review at the August 4<sup>th</sup> City Council Meeting. Highlights include:
  - Library Value to the Community was over 1 MILLION from April 2019-March 2020
  - Staff Training is up over 100%
  - Social media presence has grown by 130%
  - Circulation has increased 28.5% overall – with the biggest jump in Children's materials (51% increase)
  - Number of Library Programs increased by 66.4%
  - Event attendance was up 208.1%
- e. COVID-19 Closing – Update
  - Limited Opening – The library building reopened for limited services on July 1<sup>ST</sup>, 2020.
  - Curbside Service – Curbside service is still available for patrons who do not want to come into the building.
  - Sumup App – We are accepting credit or debit card payments.

- Quarantine Requirement – Due to the latest results of the REALM Study, we have increased quarantine time to 4 days.
  - Shelf Browsing – due to the 4-day quarantine requirement, and spiking cases of COVID-19 in Rock Island and Scott County, we will not be allowing shelf browsing at this time. We will revisit this when items no longer need to be quarantined.
  - Patron Compliance – Unfortunately the staff are having a very difficult time getting certain patrons to comply with PPE and social distancing protocols (specifically wearing a mask, keeping a mask on at all time, keeping a 6ft distance, and not touching items on shelves).
- f. Annual FOIA & OMA Training – The Director’s annual FOIA & OMA Training will be renewed before the end of the month.
  - g. Parking Lot Update – While some of this project has been completed, the entire back portion was not. Amy is working with the City to rectify this. She will present more information as it becomes available to her.
  - h. Circulation Clerk position – phone interviews are happening this week. Amy hopes to have to position filled by the end of the month.
6. Friends Monthly Report – The Friends have canceled their August meeting.

7. UNFINISHED BUSINESS:

- a. 2021 Per Capita Grant Requirements – The Illinois State Library has not listed their requirements yet. 2021 requirements will focus on the updated Serving the Public 4.0: Standards for Illinois libraries – compiled by the ILA (Illinois Library Association).
- b. Serving Our Public 4.0 – Amy sent this to all Board Members prior to the July meeting. All trustees should finished reading the document prior to the September meeting.
- c. General Policy discussion

A motion was made to approve the General Policy as presented.

**Motion: Alex Turkmani    Second: Teresa Cervantes**

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
 Dee Nelson – Yes  
 Deb Berglund – Yes  
 Joyce Sensabaugh – Yes  
 Vikki Wright – Yes  
 Teresa Cervantes – Yes

Beth Tepen – Yes  
 Alex Turkmani – Yes  
 Marigrace Alonso – Yes

**There are 9 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *General Policy* is adopted.**

8. NEW BUSINESS:

- a. Internet Policy – The Internet policy was updated in January of this year. While it is typically scheduled for review this month, it does not need additional updates at this time.
- b. Levy Letter (Draft) - This year’s draft levy letter was presented and discussed. It will be voted on at the September meeting.

## 9. Library Wishes

- Library Wishes

- Amy submitted quotes to replace missing carpet, repainting the necessary areas, and furniture. Amy mentioned that an additional 2 chairs may be added later, if space allows for them.

A motion was made to purchase the carpet, paint, and furniture for up to \$8,000.00

**Motion: Dee Nelson    Second: Beth Tepen**

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Dee Nelson – Yes  
Deb Berglund – Yes  
Joyce Sensabaugh – Yes  
Vikki Wright – Yes  
Teresa Cervantes – Yes

Beth Tepen – Yes  
Alex Turkmani – Yes  
Marigrace Alonso – Yes

**There are 9 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative to make the *purchase the carpet, paint, and furniture.***

- Sonic Wall – Jason (tech support) would like to switch to a much more user-friendly software. The new software would also include an additional wifi access point – which is needed for the Programming Room. The maintenance costs associated with the new product will be very similar to Sonic Wall– but the library would have to budget for additional tech support for the initial install. Jason is currently gathering final price points. This will be presented at the September meeting.
- Vacation Rollover – Due to COVID-19 and staff shortages throughout 2020, employees have not been able to use any of their vacation. They will lose it if it is not used before January 1<sup>st</sup>, 2021. The employees asked Amy to bring this to the board’s attention.

A motion was made to allow staff to roll their 2020 vacation over into 2021.

**Motion: \_\_\_\_\_    Second: \_\_\_\_\_**

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

**\*Dee Nelson would like more information about the Personnel Policy options regarding vacations and Vacation Rollovers. Amy will look into the Personnel Policy and present the options at next month’s Board Meeting. The Board will take a vote on this item next month.**

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw –  
Dee Nelson –  
Deb Berglund –  
Joyce Sensabaugh –  
Vikki Wright –  
Teresa Cervantes –

Beth Tepen –  
Alex Turkmani –  
Marigrace Alonso –

**There are \_\_\_\_\_ votes in the affirmative and \_\_\_\_\_ votes in the negative. There is a two-thirds vote in the affirmative to *allow staff 2020 vacation hours to rollover to 2021.***

10. Items to be placed on next month's agenda

- COVID-19 Reopening Update
- Per Capita 2021 Requirements
- Serving Our Public 4.0
- Review – Gift Ban Policy
- Annual FOIA and OMA Requirements (Director)
- Parking Lot Repair (Update)
- APPROVE - Levy Letter
- Remodel Update
- Vacation Rollovers

11. The meeting adjourned at: 6:46 pm.

Respectfully Submitted, Crystal McCaw